

2.0 Roles and Responsibilities

A key element to the strength and continued growth of Virginia's aviation system is the partnering between the Virginia Aviation Board, Virginia Department of Aviation, Federal Aviation Administration, and airport sponsors. Each has roles and responsibilities that support individual airports and the statewide air transportation system.

2.1 Virginia Aviation Board

The Virginia Aviation Board (VAB) establishes financial assistance programs and allocates funds for capital improvement projects. The VAB sets policies to guide the funding programs and to promote and develop safe aviation practices and operations in Virginia. The VAB hears airport sponsor and citizen concerns on matters pertaining to aviation and acts as a liaison to the department in an effort to be responsive to local jurisdictions, users of the system, and citizens. Airport sponsors are encouraged to maintain regular contact with their representative VAB members, keeping them aware of issues affecting the planned development of their airports. The duties and responsibilities of the VAB are set in *Code of Virginia* §5.1-2.1 et seq.

2.2 Virginia Department of Aviation

The Virginia Department of Aviation (DOAV) provides financial and technical assistance to eligible airport sponsors for the planning, development, promotion, construction, and operation of airports and aviation facilities. DOAV also administers applicable provisions of the *Code of Virginia*, plans for the development of the state aviation system, licenses airports and aircraft, and promotes aviation activities within the state. The duties and responsibilities of DOAV are set in *Code of Virginia* §5.1-1.1 et seq.

2.3 Federal Aviation Administration

The Federal Aviation Administration (FAA) provides financial and technical assistance to eligible airport sponsors for the planning, design, and construction of airports and aviation facilities. FAA also sets design and operation standards for airports.

2.4 Virginia Airport Sponsors

An airport sponsor, defined as the entity that is financially responsible for an airport, has many obligations for its airport, ranging from financial dealings and long-term development planning to daily maintenance and operational activities. A sponsor is solely responsible for insuring that the airport is compliant with federal and state grant assurances; board policies; and FAR Part 77, *Virginia Aviation Regulations* VAC 5-

20-149, and *FAA Advisory Circular 150/5300-13* criteria. Other key responsibilities for sponsors include the completion and submission to DOAV of an *Annual Based Aircraft Survey*, an *Annual Certification of Financial Responsibility*, and a six-year Airport Capital Improvement Plan. In addition, sponsors should work with local planning offices and jurisdictional decision makers to develop and enforce land use plans and airport overlay zones that support compatible land use around airports. Also, sponsors must submit leases of airport land for DOAV's approval prior to the execution of the lease in accordance with *Code of Virginia* §5.1-40.

2.4.1 Obstruction Clearance and Certification

Sponsors are responsible for keeping their airports clear of obstructions to the appropriate standards. Airport sponsors must certify their obstruction status in order to be eligible for funding from any state program. Additional information on the effect of obstructions on project eligibility and obstruction certification is provided in 5.1 Obstructions.

2.4.2 Annual Based Aircraft Survey

Public-use airport sponsors are required to submit an *Annual Based Aircraft Survey* to DOAV in accordance with *Virginia Aviation Regulations* 24 VAC 5-20-350. The survey is designed to record a physical count of based aircraft on an annual basis and to assist DOAV with its process of properly planning for and licensing all Virginia-based aircraft. The survey consists of a census of aircraft owners and aircraft and an itemized summary of aircraft listed by class; both sections must be completed. Surveys are due to DOAV no later than January 31 of each year.

2.4.3 Annual Certification of Financial Responsibility

Each year a sponsor must certify to DOAV that the sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by *Code of Virginia* §5.1-88.7 et seq. The *Annual Certification of Financial Responsibility* form is due to DOAV no later than January 31 of each year.

2.4.4 Six-Year Airport Capital Improvement Plan

A six-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects for an airport. This plan is vital to securing project funding, whether it is federal, state, or local funding. These plans are usually submitted to DOAV prior to the beginning of each fiscal year. Additional information on six-year ACIPs is provided in Chapter 6 Airport Capital Program.

2.4.5 Entitlement Utilization Report

Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport Fund Entitlement Utilization Report* for VAB approval each year. These reports provide an annual accounting of the previous fiscal year's state entitlement fund expenditures. Utilization reports shall be filed within 30 calendar days after the close of the fiscal year. Additional information on these reports is provided in 3.1.1.1 State Entitlement Funds.